

Master Trainer Program

achieving excellence through training

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FEMA



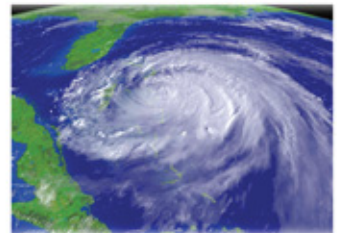
TRAINING A PROFESSIONAL WORKFORCE

Protecting the population is a primary responsibility of government, and fulfilling this responsibility depends on the skills and abilities of emergency personnel to respond in a timely and proficient manner when disaster strikes.

Developing professional, competent emergency personnel requires a community-wide commitment to ensure that all individuals involved in emergency response and support activities have the skills they need to perform under stressful conditions.

The Master Trainer Program ... achieving excellence through training.

At the heart of any comprehensive training program are the trainers who design, teach, and evaluate the many training programs that provide basic entry level skills to advanced technical specializations. The Emergency Management Institute's (EMI) Master Trainer Program is designed to develop a professional cadre of training professionals capable of performing all training functions from analyzing training needs to the design, development, delivery, and evaluation of training activities with the goal of achieving excellence through training.



WHO SHOULD ENROLL IN THE MASTER TRAINER PROGRAM?

State emergency management training officers, FEMA training staff, tribal training officers, and other emergency management and public safety trainers. As a minimum, applicants must have an associate's degree from a regionally accredited college or university and have successfully completed the Management and Supervision of Training course offered by the Emergency Management Institute.

MASTER TRAINER PROGRAM COURSE REQUIREMENTS

In the Master Trainer Program, each participant will design and develop specific training to meet the needs of his/her organization. After completing the Performance and Needs Assessment course, each participant must conduct a needs assessment to identify a valid training need.

Based on an identified need, the participant completes a task analysis that he/she then uses to develop training materials. The participant then uses these materials in the Instructional Delivery course to present training. In the Evaluation of Training course, participants develop evaluation items to measure the effectiveness of their course.

EMERGENCY MANAGEMENT INSTITUTE COURSES

The Master Trainer Program consists of the following Emergency Management Institute (EMI) courses:

- Management & Supervision of Training (E601)
- Performance & Needs Assessment (E602)
- Instructional Design (E603)
- Course Development (E604)
- Instructional Delivery (E605)
- Evaluation of Training (K606)
- Master Trainer Practicum (E607)
- Alternate Delivery Methods (E608)

Master Trainer courses are currently conducted as resident courses, except K606, Evaluation of Training, which is a self-paced course offered via the internet.

The first four courses (E601-604) must be taken in the order listed above; however, Alternate Delivery Methods may be taken anytime but it is recommended that it be taken following E602.



COURSE DESCRIPTIONS

Management & Supervision of Training (E601) (Prerequisite)

This course is designed to enable participants to plan, develop, manage, and evaluate a training program effectively. Key topics include using the EMI-developed training management analysis tool to develop a training program, designing and developing courses, selecting training sites, arranging logistics, promoting teamwork during training, minimizing liability, and evaluating a training program.

Continuing Education Units (CEU's) available for this course are 2.4

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

*Curriculum: Human Resource Management
or Adult Education*

Performance & Needs Assessment (E602)

This course is designed to enable participants to conduct performance and needs assessments and to provide the opportunity to practice these skills. Participants will develop assessment plans based on problems that they will analyze to determine if a training needs assessment should be conducted and what is the appropriate intervention. Enrollment requirements: Completion of E601.

Continuing Education Units (CEU's) available for this course are 3.0

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

*Curriculum: Education, Public Administration, or
Emergency Management*

Instructional Design (E603)

This course is designed to enable participants to conduct instructional design in order to develop effective training. Participants will work on training needs of their own choosing based on the needs assessment completed after the E602 course. Participants will complete a task analysis, content analysis, plan of instruction, audience analysis, and other related analyses. Pre-course and evening work is required. Enrollment requirements: Completion of E602.

Continuing Education Units (CEU's) available for this course are 2.9

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

*Curriculum: Education, Public Administration, or
Emergency Management*

Course Development (E604)

This course is intended to enable participants to develop course materials of the student's choosing that can be effectively delivered by other instructors. Participants will learn how to develop instructor guides, student manuals, job aids, and visual displays and learn how to manage the development process. Pre-course and evening work is required. Enrollment requirements: Completion of E603.

Continuing Education Units (CEU's) available for this course are 2.9

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

*Curriculum: Education, Public Administration, or
Emergency Management*



Instructional Delivery (E605)

This course is designed to enable participants to become more effective instructors. The course includes in-class reading assignments, instructor-led discussions, workgroup exercises, a quiz and individual presentations. Since the emphasis of this course is on **delivery**, participants will be required to make at least three presentations using a variety of training techniques. Participants **must be prepared** to deliver one presentation using the content of the unit or lesson of instruction to include IG, SM, and visuals that he/she developed in the Course Development course that he/she is developing for the Master Trainer Practicum. Enrollment requirements: Completion of E604.

Continuing Education Units (CEU's) available for this course are 2.5

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education, Adult Learning (Training), Public Administration, or Emergency Management or Human Resource Development



Evaluation of Training (K606)

This web-based course will provide the participants with the knowledge, skills, and tools to evaluate training effectively. Using instructional materials designed and developed in previous Master Trainer courses, participants will develop evaluation items for the training they are developing.

This is only available as self-paced training using the World Wide Web (www). When students complete E604 Course Development, they are eligible for K606. However, a limited number of students can be enrolled in K606 at one time.

Students have up to 14 weeks to complete the course. Students will submit four written assignments for instructor evaluation, and they will be able to communicate electronically with the instructor and other students. (A standard certificate will be issued upon successful completion of K606.)

Continuing Education Units (CEU's) available for this course are 3.1

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education, Adult Education and Training, or Human Resource Development



Master Trainer Practicum (E607)

The Practicum is the culminating activity of the Master Trainer Program. Only candidates accepted into the Master Trainer Program are eligible to submit a practicum program. Master Trainer candidates will be required to submit proposals. Upon approval, a staff advisor will be assigned to each candidate to serve as a mentor and provide support. The practicum requirement must be completed within one year of the successful completion of all other master trainer requirements.

The Master Trainer Practicum is a supervised activity in which the student will conduct a needs analysis focusing on a training or educational need that will improve a specific area of emergency management or public safety. The student will then design, develop, deliver and evaluate a training activity to meet those needs.

NOTE: It is recommended that a practicum proposal be submitted prior to beginning E603.



Alternate Delivery Methods (E608)

The Alternate Delivery Methods course is designed to train professionals in how to evaluate several non-classroom training alternatives and choose the most effective method (s) for delivery training.

At the conclusion of Alternate Delivery Methods the participants will be able to:

- Choose the most efficient and effective delivery method or combination of methods based upon content, audience, and course objectives.
- Identify the various personnel, equipment, and system resources necessary to provide training using a variety of methodologies.
- Develop a business case and marketing plan for supporting the use of alternate delivery methods.

Enrollment requirements: None. Alternate Delivery Methods may be taken anytime but it is recommended that it be taken following E602 and before taking E603.

Continuing Education Units (CEU's) available for this course are 3.7

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education Methodology, Instructional Technology



HOW TO APPLY

Upon completion of E601, a student may apply for admission into the Master Trainer Program. It is recommended that potential Master Trainer candidates apply for admission into the program before starting E603.

Applications for admission into the Master Trainer Program are reviewed upon receipt. Each package must contain the following items:

- A letter from the applicant describing the applicant's qualifications, commitment to complete the program, and the applicant's expectation of the program.
- A General Admission Application Form (FEMA Form 75-5). Block #9a should state "Master Trainer Program." Indicate in block #10 completion of the Management and Supervision of Training Course.
- A transcript or diploma to verify completion of at least an Associate's Degree.
- A letter of recommendation from the applicant's immediate supervisor indicating the organization's commitment to allow the applicant to complete the program.
- The completed Master Trainer Program questionnaire describing an identified training need, which is provided to all persons who complete the Management and Supervision of Training Course.

NOTES ON ENROLLING

Enrollment in the Master Trainer program is limited to U.S. residents.

Persons not admitted to the Master Trainer Program can be enrolled in the Master Trainer Courses on a space available basis, using the normal enrollment process.

For additional information on the Master Trainer Program, contact:

Philip McDonald
Master Trainer Program
Emergency Management Institute
16825 South Seton Avenue
Emmitsburg, MD 21727



FACILITIES

The Emergency Management Institute is located at the National Emergency Training Center (NETC) in Emmitsburg, Maryland.

The NETC offers full instructional, residential, and dining facilities for course attendees.

